

Architectural Historian

I. IDENTIFYING INFORMATION

Position Number: 100378
Department: Land and Natural Resources
Division: Historic Preservation
Branch Architecture
Geographic Location: Kapolei, Hawaii

II. INTRODUCTION

Function of this organizational unit: Chapter 6E, Hawaii Revised Statutes, establishes a historic preservation program within the Department of Land and Natural Resources. This program includes a statewide registry of historic properties, and regulatory oversight of the proposed development and demolition of historic sites/properties. The Architecture Branch reviews all requests for building modifications and assesses the impact of these changes on historic properties. The branch also is responsible for maintaining the Hawaii Register of Historic Properties and for assisting in the preparation of nominations for both the Hawaii and National Registers.

Purpose of the position: This position is located within the Architecture Branch and reports directly to the Architecture Branch Chief. The position's primary purpose is to maintain the state's Register of Historic Sites, and support economic development through the coordination of heritage corridors, and rehabilitation initiatives.

III. MAJOR DUTIES & RESPONSIBILITIES

A. State and National Register Work 40%

Maintains and updates the Hawaii Register of Historic Sites, and participates in disseminating information on the importance of these sites. Assists community groups, organizations and individuals in

	<p>sites. Assists community groups, organizations and individuals in preparing nominations for the Hawaii and National Registers of Historic Sites. Ensures all nomination forms meet content requirements and professional standards prior to submittal to the Hawaii Review Board of Historic Places.</p> <p>Conducts research and studies of historic sites, districts, and themes and presents results in narrative form for incorporation into the register nomination. [1] [3]</p>	
B. Heritage Initiatives		20%
	<p>Serves as the State's Heritage Corridor coordinator and works with community groups to identify cultural landscapes and corridors worthy of preservation.</p> <p>Works with State Foundation of Culture and the Arts in promoting the Capitol District Corridor. [1] [3]</p>	
C. Economic Development		20%
	Coordinates historic preservation initiatives that foster economic development. Projects include support of Main Street Programs and revitalization initiatives. [1] [3]	
D. Review Work		10%
	Assists branch staff in conducting Chapter 6E, HRS and Section 106 architectural reviews as needed to determine the effect of projects on historic properties. Drafts correspondence indicating effect and recommending mitigation measures when practicable. [1] [3]	
E. Public Information		5%
	<p>Develops positive working relationships with community organizations, government entities, and the private sector to promote community awareness of the benefits of the National and State Registers of Historic Sites. Provides community workshops on the register nomination process and responds to public inquiries regarding that process.</p> <p>Assists in obtaining community, state government and federal support for the development of cultural heritage corridors and Main Street programs. [2]</p>	

Essential Duties:

[1] The performance of this function is the reason that this job exists.

[2] There are limited employees among whom the performance of this function can be distributed.

[3] This function is highly specialized. Employees are hired for their skill/ability to perform this function.

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organizational structure.

IV. CONTROLS EXERCISED OVER THE WORK

A Supervisor

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B Nature of Supervisory Control Exercised Over the Work.

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The incumbent is expected to care for all aspects of the work duties independently, but is expected to inform the supervisor when unforeseen events or circumstances require significant changes. Work is reviewed by the supervisor to ensure compliance with State and Federal regulations.

C Nature of Available Guidelines Controlling the Work.

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Federal and State historic preservation laws and regulations provide guidance for the technical aspects of the job duties included in this position. The Historic Preservation Division Operations Manual, National Register Program Guidelines for the registration of historic sites, and the Secretary of Interiors' Guidelines for rehabilitation also provide technical guidance.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

A valid State of Hawaii driver's license is necessary to carry out the functions of this position.

VI. RECOMMENDED QUALIFICATIONS

- A Knowledge:** Must be familiar with all applicable federal and state preservation laws, regulations and standards. In particular, incumbent must demonstrate an understanding of the National Historic Preservation Act, Archaeological Resources Protection Act, and Chapter 6E, HRS. Incumbent must also demonstrate knowledge of the Secretary of Interior's Standards for Rehabilitation.
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Must also be familiar with MicroSoft Office, GIS, and ArcView.

- B Skills/Abilities:** Establish and maintain effective working relationships with federal agencies, professional or lay groups, public officials, and the general public. Ability
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to negotiate adequate preservation protective measures, and make formal presentations to large groups.

Ability to read and interpret design and construction plans is necessary.

C Education:

- An undergraduate degree in architecture, architectural history or historic preservation is required.

- D Experience:** At least three years of experience preparing state and/or national register nomination forms with a proven record of success as demonstrated by the actual registration of sites is required. Experience conducting Section 106 reviews, and working with Main Street programs, and heritage corridor initiatives is preferred.
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VII TOOLS, EQUIPMENT & MACHINES

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Computer, typewriter